



PROGRAM DEVELOPMENT COMMITTEE
MEETING NOTICE/AGENDA

Posted at www.scdd.ca.gov

DATE: March 6, 2014

TIME: 2:30 PM – 3:30 PM

LOCATION: State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811
(916) 322-8481

TELECONFERENCE SITES:

Area Board 13

8880 Rio San Diego Dr., Suite 250
San Diego, CA 92108-1634

**Resources for Independent
of Central Valley**

220 N. Santa Fe Ste. 131
Visalia, CA 93292

2118 University Park Drive

Sacramento, CA 95825
Dial Gate Code 075#

Starbucks

5001 North Village Drive #5108
Truckee, CA 96161

Pursuant to Government code Sections 11123.1 and 11125(f), individuals with disabilities who require accessible alternative formats of the agenda and related meeting materials and/or auxiliary aids/services to participate in this meeting should

AGENDA

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|--|------------------------------------|----------|
| 1. CALL TO ORDER | J. Lewis | |
| 2. ESTABLISHMENT OF QUORUM | J. Lewis | |
| 3. WELCOME/INTRODUCTIONS | J. Lewis | |
| 4. APPROVAL OF JANUARY 30, 2014 MINUTES | J. Lewis | 3 |
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5. PUBLIC COMMENTS
<i>This item is for members of the public only to provide an opportunity to comment and/or present Information to the Council on matters not on the agenda. Each person will be afforded up to three minutes to speak. Written requests, if any, will be considered first. The Council will provide a public comment period, not to exceed a total of seven minutes, for public comment prior to action on each agenda item.</i> | | |
| 6. FUNDING LEVELS FOR STATEWIDE AND REGIONAL MINI-GRANTS | M. Polit | |
| 7. STATEWIDE GRANTS TIMELINE AND CALL FOR CONCEPT PAPERS | M. Polit | 5 |
| 8. MERGER OF STATE PLANNING AND PROGRAM DEVELOPMENT COMMITTEES | J. Lewis
M. Polit | |
| 9. PLANNING NEXT MEETINGS | J. Lewis | |
| 10. ADJOURNMENT | J. Lewis | |

For additional information regarding this agenda, please contact Kristie Allensworth, 1507 21st Street, Suite 210, Sacramento, CA 95811,
(916) 322-8481

Program Development Committee

Meeting Minutes of January 30, 2014

Sacramento, California

Members Present

Janelle Lewis (Chair)
Daniel Boomer
Jonathan Clarkson
Nancy Clyde
Robin Hansen

Members Absent

Carmela Garnica
Rebecca Donabed
Molly Kennedy
Austin Taylor

Others Present

Kristie Allensworth, Staff
Mark Polit, Staff
Kecia Weller

1. Call to Order

Janelle Lewis, Chairperson, called the meeting to order at 1:06 pm

2. Quorum

A quorum was established.

3. Welcome and Introductions

Those in attendance introduced themselves.

4. Public Comments

No public comments were presented.

5. Approval of minutes

Robin Hansen moved and Jonathan Clarkson seconded to accept the November 5, 2013 PDC minutes as amended.

MOTION TO ACCEPT: Robin Hansen	SECONDED: Jonathan Clarkson	APPROVE: 3	OPPOSE: 0	ABSTAIN: 2
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6. Recommendations for Area Board Mini Grants for Cycle 36

The Committee reviewed the draft RFP for Area Board mini-grants. The Committee asked that applicants be noticed that their proposal may be posted on the Council website; the requirement for indirect costs be added to the RFP and the budget forms; staff to research the matching requirements for federal poverty areas; the "type of Project" be deleted from the

Project Data Sheet and be replaced by State Plan Goal; there be a modification to the review criteria; delete the Project Outline as a separate form; and other miscellaneous changes.

Robin Hansen moved and **Daniel Boomer** seconded to recommend to the Council the Area Board mini-grant RFP, as amended.

MOTION: <i>Robin Hansen</i>	SECONDED: <i>Daniel Boomer</i>	APPROVE: 5	OPPOSE: 0	ABSTAIN: 0
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7. Priority Area for Cycle 37 Statewide Grant

The Committee discussed the Council priorities, Employment First Committee priorities, AIDD areas of focus and areas from the 2013 PPR that showed lack of progress in towards achieving the State Plan objectives. They discussed that, after 2 years of focus on employment of transition age youth to integrated competitive employment, the RFP be open to all State Plan goals and see what ideas come forth.

Jonathan Clarkson moved and Nary Clyde seconded that the Cycle 37 statewide grants be open to proposals addressing all State Plan Goals.

MOTION: <i>Jonathan Clarkson</i>	SECONDED: <i>Nancy Clyde</i>	APPROVE: 5	OPPOSE: 0	ABSTAIN: 0
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8. Planning Next Meeting

The next meetings will be April 8, 1-3 PM; and June 17, 1-5 PM.

11. Adjournment

The meeting was adjourned at 2:55 PM by Chairperson Lewis.

AGENDA ITEM DETAIL SHEET
Agenda Item 7
Grant Procedure
Cycle 37 Statewide Grants

ISSUE: Establish timeline and process for awarding statewide grants for Cycle 37.

SUMMARY: Determine a timeline for the Cycle 37 grant process. Approve a call for concept papers and an RFP for recommendation to the Council at their March 20, 2014 Council meeting.

COUNCIL STRATEGIC PLAN GOALS/OBJECTIVES: N/A

PRIOR COUNCIL ACTIVITY: The PDC determined at the January 30, 2014 meeting to recommend to the Council that the statewide grants for Cycle 37 be open to projects addressing any State Plan goal.

BACKGROUND: Prior practice of the Council was to request concept papers, when the grants were open to any State Plan goal. The grants committee would review the concept papers and select a certain number to invite a full proposal. Those proposals would be reviewed by the grants committee, which would make recommendations to Council for funding.

ANALYSIS/DISCUSSION: The use of concept paper reviews benefit the PDC by reducing the number of full proposals to review, which could be a large number since the bids are open to any State Plan goal. It benefits the bidders, since full proposals would only be required of those concepts that are most likely to be funded.

Staff Counsel has advised changing Council practice by issuing the call for concept papers as part of the RFP. In that way, all in the public will have a chance to respond to the RFP, through the concept paper. It would then be appropriate for the PDC to select those concept papers that would receive an invite to submit a full proposal.

Attached is a draft Call for Concept Papers for PDC review. There is a placeholder for review criteria, which for a review of concept papers may be different than the criteria for review of a full proposal. Staff will prepare a draft RFP that includes the call for concept papers. That draft will be reviewed at the March 6 meeting.

STAFF RECOMMENDATIONS: Include call for concept papers in the RFP, and submit to Council for approval at the March 20 Council meeting.

ATTACHMENT(S): Revised Cycle 37 timeline. Draft Call for Concept Papers. (Draft RFP to be distributed separately by email, prior to March 6 committee meeting).

PREPARED: Mark Polit, February 24, 2014

CYCLE 37 TIMELINE

STATEWIDE RFP

- (1) **January 30, 2014**, the Program Development Committee (PDC) sets priorities, to be recommended to Council, for funding for the statewide RFP.
- (2) **March 6**, PDC recommends dollar value of statewide grants, approves request for concept papers, approves criteria for review of concept papers, approves RFP.
- (3) **March 20**, Council reviews and approves focus, request for concept papers, RFP, and dollar value of statewide grants.
- (4) **March 24**, request for concept papers issued.
- (5) Staff develops RFP for statewide grant and recommends review process.
- (6) **April 24**, deadline for concept papers submitted.
- (7) Staff review and ranking of concept papers.
- (8) **April 30???** PDC reviews concept papers and selects those to invite RFPs. Reviews and approves the statewide RFP and planned review process.
- (9) **May 1???** statewide RFPs announced
- (10) **June 20**, Proposal deadline
- (11) Staff ranks and summarizes statewide proposals
- (12) **July 8**, PDC meets to review proposals and make funding recommendations to Council
- (13) **July 2014**, Council approves recommendations
- (14) Public Notice, protest period, award notification
- (15) Early September contract approved by Department of General Services
- (16) **October 1, 2014**, grant start

AREA BOARD MINI-GRANTS

- (1) **November 5, 2013**, PDC recommends to Council that Area Boards select state Plan goal as priority for their areas and recommends to Administration Committee size of mini-grants.
- (2) **November 14, 2013**, Council approves that Area Boards select State Plan goal.
- (3) Staff prepares RFP for PDC review
- (4) **January 30, 2014**, PDC reviews draft RFP.
- (5) January-March, 2014, Area Boards meet to choose State Plan goal(s) to fund in Cycle 37 mini-grants.
- (6) Admin Committee makes recommendation to Council on dollar value of mini-grants.
- (7) **March 20, 2014**, Council approves RFP and dollar value of mini-grants
- (8) **March 21, 2014**, Area Boards send out RFP.
- (9) **May 5, 2014**, proposals due.
- (10) May 6 – June 26 Area Boards make recommendation to PDC
- (11) **Early July, 2014**, PDC reviews recommendations
- (12) **July, 2014**, Council approves recommendations..
- (13) Public Notice, protest period, award.
- (14) **October 1, 2014**, grants start.



State Council on Developmental Disabilities

• website • www.sccd.ca.gov • email • council@sccd.ca.gov

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Sacramento, CA 95811



STATE OF CALIFORNIA

Edmund G. Brown Jr.
Governor

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CALL FOR CONCEPT PAPERS

Program Development Grants Cycle 37 – Fiscal Year 2014-2015

This application packet is provided as a resource to those persons and/or organizations in California interested in submitting a Concept Paper for the Council's Program Development Grant funding for Cycle 37, Fiscal Year 2014-15.

Program Development Grant projects provide resources to initiate new and innovative programs for Californians with developmental disabilities and their families and assist the Council in achieving its State Plan goals and objectives.

The Concept Paper is the first part of the Program Development Grant process. The applicants with the highest ranked concept papers will be invited to submit a full proposal. Participating in any part of the Program Development Grant process is not a guarantee of funding through the grant process.

Submittal of Concept Papers

All Concept Papers must be received by **5:00 p.m., April 24, 2014** in the Council office:

*State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95811*

The Council will not accept faxed or e-mailed Concept Papers. Concept Papers that are faxed, e-mailed or received after the April 24, 2014 deadline will be returned to the applicant and not move forward in the grant process.

Instructions for Application

All Council-funded projects must be consistent with the Council Mission: “*The Council advocates, promotes and implements policies and practices that achieve self-determination, independence, productivity and inclusion in all aspects of community life for Californians with developmental disabilities and their families.*”

Concept Papers shall be a maximum of three pages, including the Coversheet and Program Summary.

In completing the Concept Paper, applicants are encouraged to be accurate, brief, and clear in their presentation. The Concept Paper must outline a clear program and how services and supports will be provided to individuals with intellectual or developmental disabilities (IDD).

The Concept Paper Cover Sheet requests the State Plan Goal or Objective. Please refer to the list of State Plan Goals and Objectives on the Council’s website <http://scdd.ca.gov/stateplan.htm>

When completing the Summary Page(s), the following must be addressed: (Please include the outline titles and letters listed below.)

1. Summary of the services and supports that will be provided
 - a. Detailed description of the services and supports
 - b. Where the services and supports will be provided
 - c. Outline how people with IDD or family members will access services
 - d. List collaborators and their roles
2. Need for Services and Supports
 - a. Outline the need for the services and supports in the region.
3. Target Audience
 - a. List total number of individuals with IDD and their families that will be served by the project.
 - b. Describe the population that will benefit from the project, as applicable: Type and severity of disability, age, cultural, ethnic, and economic diversity.
 - c. Identify the counties where the services will be provided.

4. Project Outcomes

- a. Describe the projected outcomes for the project.
- b. Outline how those outcomes will be measured and achieved.

All Concept Papers will be reviewed and scored for their program element; only applicants with the highest ranked Concept Papers will be invited to submit a proposal.

[[INSERT RANKING CRITERIA HERE]]

The Concept Paper process does not contain a debriefing process or a protest period.

Program Development Grant **TIMELINES**

Concept Paper

Concept Paper Deadline	April 24, 2014
SCDD Grant Committee Review and Selection	April 30, 2014
Invited Applicants notified to submit full proposal	May 5, 2014

Proposal Information (Invited Applicants)

Deadline to submit Detailed Proposal	June 20, 2014
Technical Review and Staff Evaluation	June 23-27, 2014
SCDD Grant Committee Evaluation and Recommendation	July 8, 2014
Council Selection of Grant Awards	July 16?????, 2014
Public Posting Notice	July 17, 2014
Protest Period	July 18-27, 2014
Award Notification (Pending completion of protest period)	July 28, 2014
Anticipated Funding of Awarded Proposals to Begin	October 1, 2014
Grant Completion	Sept. 30, 2015

State Council on Developmental Disabilities
Fiscal Year 2014-2015

Program Developmental Grant
Cycle 37

CONCEPT PAPER
(Maximum of three pages, including Cover Sheet)

COVER SHEET

Applicant: _____

Title of Program: _____

Address: _____

Project Director: _____

Email: _____

Phone Number: _____

Fax Number: _____

Federal Identification or Social Security Number: _____
(Provide last four digits only)

Check Type of Organization: _____ Non-Profit _____ Local Government Agency
_____ Proprietary _____ Higher Education _____ Other (specify)

Amount Requested: \$ _____ Months of Project: _____
(This amount shall not exceed proposal amount.) (Up to 12 months)

State Plan Goal(s) or Objective(s): _____

Signature of Program Director

Date

The Project Summary should begin here and address 1-4 as outlined in the Concept Paper Instructions. Please list all Titles in the same order as outlined in the Instructions.